

LANCASTER COUNTY  
CHIEF FIELD DEPUTY

NATURE OF WORK

This is responsible professional work supervising and coordinating real property appraisal and assessment in the County Assessor's Department. This is an unclassified position.

Work involves direct responsibility for establishing and maintaining all real property appraisal and assessment, and for administration and supervision of the residential, rural and commercial appraisal staff. Supervision is received from the County Assessor and Chief Administrative Deputy with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Supervises the activities of the real property appraisal section; assigns, reviews, and coordinates the work of the appraisal staff.

Serves as lead appraiser in all litigation before the District Court.

Coordinates the mapping and appraisal sections.

Analyzes and institutes techniques to insure uniform appraisal methodology.

Instructs and trains appraisal staff in the appraisal and assessment of real property.

Assists in the development and updating of computer programs relating to appraisal and assessment.

Serves as liaison to the County Board of Equalization on issues concerning property tax protests of real property.

Administers public relations policies and issues as prescribed by the County Assessor.

Coordinates the office goals and policies with the County Assessor and Chief Administrative Deputy.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of appraisal methods and techniques.

Thorough knowledge of real estate terminology and instruments of transfer.

Considerable knowledge of property tax laws.

Ability to plan, assign and coordinate the work of subordinate appraisers and support staff members.

Ability to establish and maintain effective working relationships with taxpayers, public officials, co-workers and the general public.

Ability to analyze complex data.

Ability to prepare clear and concise reports and testimony.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in law, math, business administration, public administration, or related field plus considerable experience appraising real property and in tax evaluation functions, and experience supervising subordinate appraisers.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in law, math, business administration, public administration, or related field plus experience appraising real property and in tax evaluation functions, and some supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of Appraiser Registration Certification.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Personnel Director

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Department Head

2/91

Revised 8/94 (Class Code Change)

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